



Division of Information Resource Management

Project Identification Code: DIRM-24

Project Leader: Ron McAllister

For Period 01/12/04 through 01/16/04

PROJECT DESCRIPTION:

The Scope of this project is to develop a detailed set of business/functional requirements for the Division of Public Health (DPH); the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (DMH/DD/SAS); and the Office of Research, Demonstration, and Rural Health Development (ORDRHD). These requirements can be subsequently used as the basis for implementing a new, fully automated health information system(s) (HIS) to accommodate DPH, DMH/DD/SAS, and ORDRHD business needs. The deliverables produced under this Scope Statement are the early steps in the lifecycle development of a new HIS. DHHS will determine an implementation strategy and schedule after the requirements are fully defined. Implementation could occur in phases and could result in multiple integrated systems rather than one large system.

PROJECT STATUS:

PCG continues to refine the Division-specific functional requirements documents for the HIS. At the project status meeting on Jan 12th PCG received feedback from DIRM requesting further detail on the Division-Specific documents. Project team members met with each Division on Jan 14th and 15th to confirm the requirements documented to date, confirm the interfaces identified identify specific areas where more detail was required, and to identify the resources from whom this detail could be documented.

At DIRM's request, PCG is updating the project workplan to reflect the documenting of additional detail requirements over the next few months. The updated workplan will be delivered to DIRM on or before Friday January 23rd.

The project team agreed to extend the next deliverable due date from Jan 19th to Jan 26th. PCG will deliver updated division-specific HIS Functional Requirements on Monday January 26th and resume the two-week update schedule from then on. Subsequent updates to the document will address specific areas of functionality. These will be laid out in the revised workplan.

The assessment of common areas of functionality has been postponed pending further refinement of the Division-specific documents. This assessment timeframe will be laid out in the updated workplan, but will happen upon approval of the Division-specific documents by DIRM.

In the next project period, PCG will work on the following:

- Updates to the Division-Specific HIS Functional Requirements for delivery January 26th
 - Revising the current version of the Division-Specific HIS Functional Requirements to include system context and overview, users, and descriptions of each functional area

- Confirming interface needs at a high level – i.e. systems with which an interface is needed
 - Reorganizing the document to assure that requirements are detailed within the appropriate functional area
- Updating project workplan and submitting to DIRM
- Scheduling follow up meetings with identified resources to document further requirement details in the areas of Intake and Eligibility and documenting Client Profile data requirements

ACCOMPLISHMENTS THIS PERIOD:

01/13/2004 - Met with DPH Epidemiology Team to document program requirements

01/14/2004 - Requirements Confirmation Sessions

- Conducted review of DPH requirements with DPH LHD staff and identified areas and resources for follow-up
- Conducted Review of DMH/DD/SAS requirements and identified areas and resources for follow up

01/15/2004 -Requirements Confirmation Sessions

- Conducted review of DPH requirements with Division state-level program staff and identified areas and resources for follow up
- Conducted review of ORDRHD requirements and identified areas and resources for follow-up

PLANS FOR NEXT PERIOD:

- Deliver updated project workplan to DIRM on or before Jan 23rd 2004
- Deliver updated Division Specific HIS Functional Requirements Document on Jan 26th 2004
- Schedule meetings as necessary for detailing Intake and Eligibility requirements and Client Profile Data

OPEN ISSUES:

- See attached Issues Log

STATUS REPORT DISTRIBUTION LIST:

- **To: Ron McAllister/DIRM, Joy Reed/DPH, Rebecca Carina/DMH/DD/SAS, Jeff Harris/ORDRHD, Torlen Wade/ORDRHD, Betty Cogswell , Sarah Brooks/DIRM, Gary Imes/DMH/DD/SAS, Karen Lumsden/DIRM, Joe Owens/DIRM, Ann Nance/DPH, Michael Schwartz/DMH/DD/SAS**
- **Cc: Garland Kemper/PCG**